How to set Reimbursement to Personal if Traveler does not have a GOVCC

If a traveler does not have a government travel card (GOVCC), there are several modules where the traveler should change the Method of Reimbursement (MOR).

Change to CBA

• Air Reservations

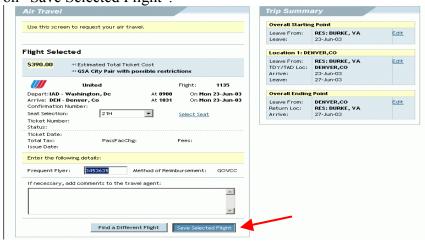
Change to Personal

- Lodging
- Rental Car
- Non-Mileage Expenses

Changing the Air Reservation MOR from GOVCC to CBA

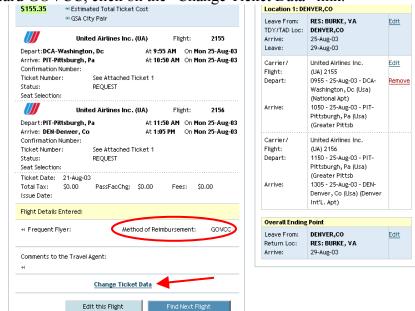
To update the MOR for an airline ticket from a government charge card Individually Billed Account (IBA) to a Centrally Billed Account (CBA), complete the following steps:

1. After searching for the air segment, save the selected flight information by clicking on "Save Selected Flight".



DTS currently defaults your method of reimbursement to GOVCC because travelers are not eligible to use a GSA City Pair unless they use a GOVCC.

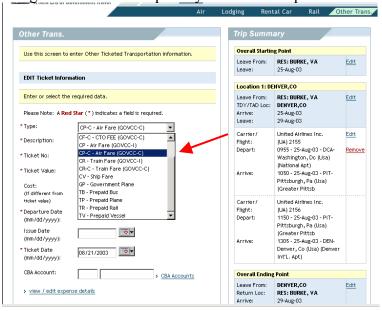
2. To pay for your airline reservation using a CBA card instead of a government charge card GOVCC, click on the "Change Ticket Data" link.



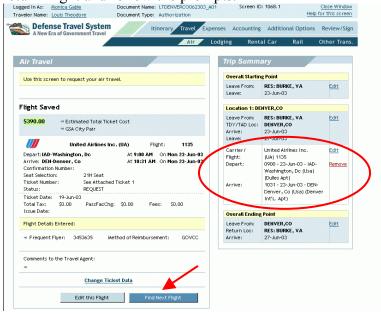
3. DTS automatically defaults your method of payment to GOVCC even if you don't have a government charge card. This is shown in the box as "CP - Air Fare (GOVCC-I)" which stands for government charge card for an individual, Individually Billed Account (IBA).



4. In order to charge the CBA, you must select "CP-C - Air Fare (GOVCC-C)" from the "Type" drop down box. This stands for centrally billed government charge card. Now the airline ticket will not be charged to your IBA government charge card or personal charge card and will be paid by the base transportation office.

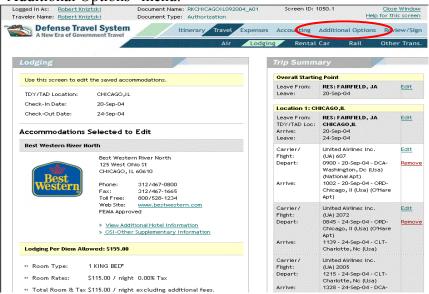


- 5. Once you have selected "CP-C Air Fare (GOVCC-C)" from the "Type" drop down box, click the "Save" button.
- 6. Notice that your flight was added to your Trip Summary. Next you will make return flight arrangements. You will go through the same process in choosing your airline and flight information as before. Click on the "Find Next Flight" button to find a return flight and follow the prompts.

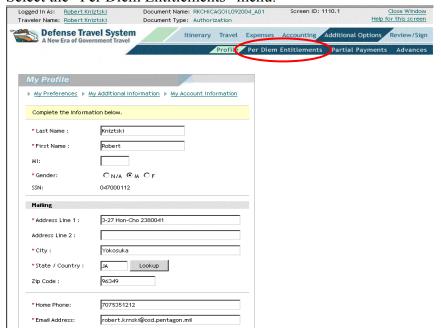


Changing Lodging MOR from GOVCC to Personal

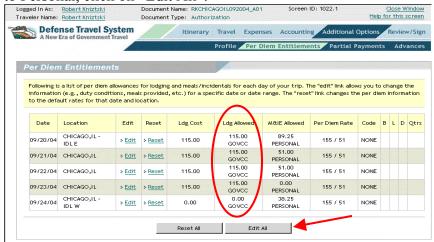
1. After saving your lodging reservation, change the MOR to Personal. Click on the "Additional Options" menu.



2. Select the "Per Diem Entitlements" menu.



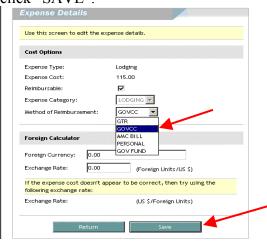
3. Note that the "Ldg Allowed" column shows "GOVCC" as the MOR. To change this to Personal, click on "Edit All".



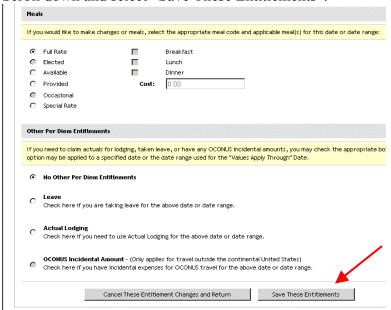
4. Click on "view/edit expense details" from the "Per Diem Entitlements" section.

"distribute cost" link	to distribute appropriately to travelers.
Location:	CHICAGO,IL te: 09/20/2004
Values Apply From Dat	
Values Apply Through:	09/24/2004
Per Diem Rates	
Costs are total for all	travelers. You may change your lodging costs below. Use the "View / Edit Expense Details" link for expense de
such as payment meti	nod, reimburseable, etc.
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such as payment met Per Diem Rate: Lodging: \$	155/51

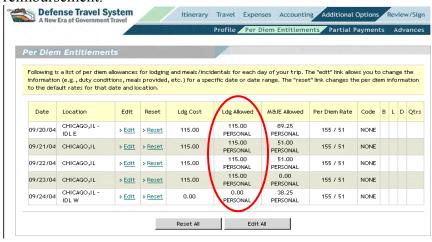
5. Select "PERSONAL" from the "Method of Reimbursement" drop down box and click "SAVE".



6. Scroll down and select "Save These Entitlements".

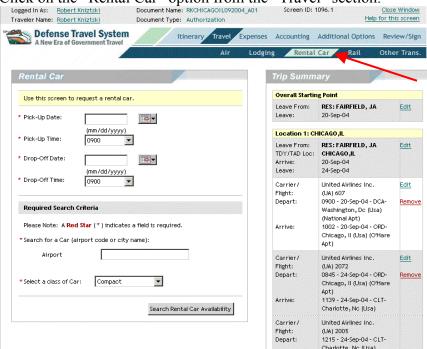


7. Note that the "Ldg Allowed" column shows "PERSONAL" as the method of reimbursement.

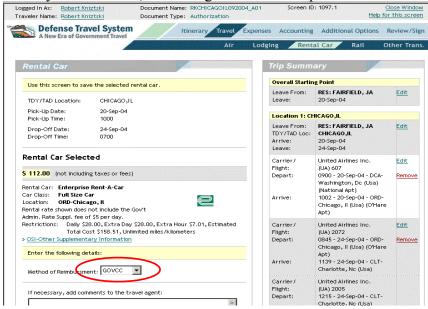


Changing Rental Car MOR from GOVCC to Personal

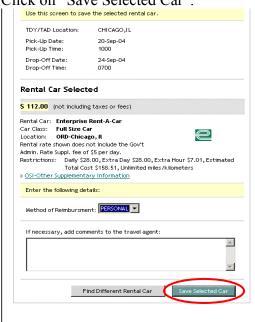
1. Click on the "Rental Car" option from the "Travel" section.



2. Select your rental car, and change the MOR drop down box to "PERSONAL".



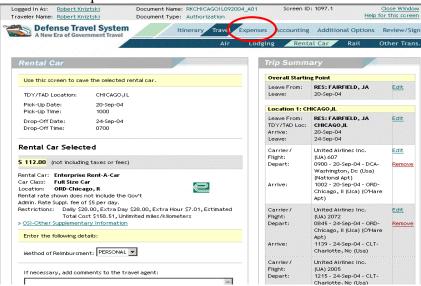
3. Click on "Save Selected Car".



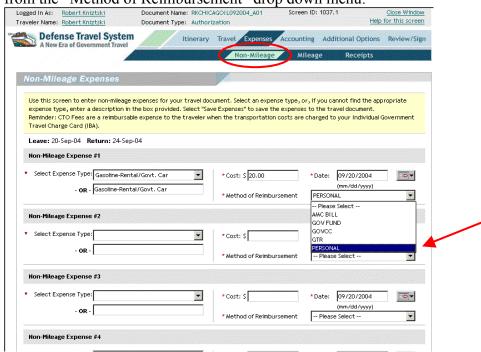


Changing Non-Mileage Expenses MOR from GOVCC to Personal

1. Select the "Expenses" menu.



2. Select the "Non-Mileage" option. Select the appropriate expense type from the "Select Expense Type" drop down menu. Enter the estimated cost in the "Cost" field. Select the date the expense will be incurred in the "Date" field. Select "Personal" from the "Method of Reimbursement" drop down menu.



3. Scroll down to the bottom and select the "Save Expense".

